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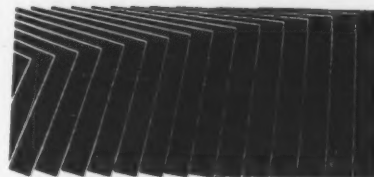
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ED 388 319

Subject Index to SPEC Kits in Print

1973-1993

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The ARL Office of Management Services has served the library community for over twenty years with programs and publications geared toward improving performance in library management. The SPEC Program was established in 1973 to identify expertise and encourage its exchange among library staff through an on-going survey and review process. Originally established as an information source for ARL member libraries, the SPEC program has grown to serve the needs of the library community world-wide.

SPEC Kits and Flyers

Published ten times per year, SPEC Kits and Flyers contain the most valuable, up-to-date information on the latest issues of concern to libraries and librarians today. SPEC Kits and Flyers are the result of a program of surveys on a variety of topics related to current practice and management of library programs in the ARL membership. The SPEC Flyer is a two-page summary of the status of a current area of interest. It comments on the present situation, reports on the results of an ARL membership survey, and forecasts future trends. The SPEC Kit contains the SPEC Flyer and the best representative supporting documentation from the survey in the form of policy statements, handbooks, manuals, cost studies, user studies, procedure statements, planning materials, and issue summaries. A valuable feature of each SPEC Kit is its selected reading list containing the most current literature available on the topic for further study.

Subscribers tell us that the information contained in SPEC Kits and Flyers is valuable to a variety of users, both inside and outside the library. The SPEC Flyer is an inexpensive current awareness tool for keeping up-to-date on important library management topics. The documentation found in SPEC Kits is a good point of departure for research and problem solving. SPEC Kits and Flyers lend immediate authority to proposals and aid in setting standards for designing programs or writing procedure statements. SPEC Kits function as an important reference tool for library administrators, staff, students, and professionals in allied disciplines who may not have access to this kind of information.

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SPEC Kits and Flyers are available by subscription or single order directly from the ARL Office of Management Services and through library vendors and subscription agents. Please contact the ARL Publications Department for order and price information at (202)296-8656.

Subject Index to SPEC Kits in Print 1973-1993

The *Subject Index to SPEC Kits in Print 1973-1993* covers all issues of SPEC Kits currently available from the ARL Office of Management Services. Under each subject, Kits are listed by title, beginning with the most recent. Subject headings are based in part on *Library Literature*.

Out-of-print Kits are currently not included in the *Index*. A complete list of all SPEC Kits published appears at the back of the *Index*. Photocopies of out-of-print SPEC Kits can be obtained, with the exception of those marked (N/A).

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For order and price information to obtain photocopies of out-of-print SPEC Kits or additional copies of the *Subject Index to SPEC Kits in Print*, contact the ARL Publications Department at (202)296-8656.

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| 7 | * | Personnel Classification Schemes, May 1974, ED 281 537 |
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| 17 | * | Library Instruction, April 1975, ED 251 076 |
| 18 | * | Staff Development, May 1975, ED 281 540 |
| 19 | | Staff Associations, July 1975, <i>updated 1979</i> , ED 251 077 |
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| 31 | * | Allocation of Resources, March 1977, ED 251 087 |
| 32 | * | Preparation, Presentation Library Budget, April 1977, ED 251 086 |
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| 34 | * | Determining Indirect Cost Rates, July 1977, ED 251 090 |

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- 36 * Allocation of Materials Funds, September 1977, ED 251 092
- 37 * Theft Detection and Prevention, October 1977, ED 251 093
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- 39 * Remote Storage, December 1977, ED 251 095
- 40 * Skills Training, January 1978, ED 251 096
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- 42 * Resource Sharing, March 1978, ED 251 098
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- 44 * Automated Acquisitions, May 1978, ED 251 100
- 45 * Changing Role of Personnel Officers, June 1978, ED 251 101
- 46 * Planning for Future of Card Catalog, July 1978, ED 251 102
- 47 * Automated Cataloging, August-September 1978, ED 251 103
- 48 * External Fund Raising, October 1978, ED 251 104
- 49 * Annual Reports, Use of, November-December 1978, ED 251 105
- 50 * Fringe Benefits, January 1979, ED 251 106
- 51 * Professional Development, February 1979, ED 281 542
- 52 * Cost Studies and Fiscal Planning, March 1979, ED 251 107
- 53 * Performance Appraisal, April 1979, ED 251 108
- 54 * Internal Communication, May 1979, ED 251 109
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- 56 * External Communication, July-August 1979, ED 251 111
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- 60 * Library Materials Cost Studies, January 1980, ED 281 543
- 61 * Status of Librarians, February 1980, ED 214 539
- 62 * Online Bibliographic Search Services, March 1980, ED 281 544
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- 64 * Indirect Cost Rates, May 1980, ED 251 115
- 65 * Retrospective Conversion, June 1980, ED 251 116
- 66 * Planning for Preservation of Library Materials, July-August 1980, ED 251 117
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79	*	Internships/Job Exchanges, November-December 1981, ED 214 535
80		Specialty Positions, January 1982, ED 252 207
81		Services to the Disabled, February 1982, ED 217 839
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84	*	Public Services Goals and Objectives, May 1982, ED 223 261
85	*	Personnel Classification Systems, June 1982, ED 223 260
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109	*	Staff Training for Automation, November-December 1984, ED 281 546
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111	*	Cooperative Collection Development, February 1985, ED 255 216
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114	*	Binding Operations, May 1985, ED 258 574
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116	*	Organizing for Preservation, July-August 1985, ED 261 697
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- 140 * Performance Appraisal, January 1988, ED 292 468
- 141 * Approval Plans, February 1988, ED 296 732
- 142 * Remote Access to Online Catalogs, March 1988, ED 296 739
- 143 * Search Procedures for Senior Library Administrators, April 1988, ED 297 736
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- 146 * Library Development and Fund Raising Capabilities, July-August 1988, ED 297 773
- 147 * Serials Control and Deselection Projects, September 1988, ED 301 219
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